

**STATE MILITARY DEPARTMENT JOINT FORCE HEADQUARTERS
ALABAMA NATIONAL GUARD
1720 CONGRESSMAN WILLIAM L. DICKINSON DRIVE
P.O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711**


ALJ1-HR-SEEM

7 January 2009

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Sexual Harassment Prevention Policy

1. It must be absolutely clear to each one of us that sexual harassment will not be tolerated in the Alabama National Guard. Any member of the Alabama National Guard who is found to be responsible for acts of sexual harassment or who allows it to exist will be dealt with swiftly and firmly.
2. Unwelcome verbal or physical conduct of a sexual nature constitutes unlawful sexual harassment when submission to such conduct is made a term or condition of employment; submission to or rejection of such conduct is used as the basis for employment decisions; or such conduct unreasonably interferes with job performance or creates an intimidating, hostile, or offensive work environment. There is no difference whether a man harasses a woman, a woman harasses a man, or same sex harassment. The claimant does not have to be the person at whom the offensive conduct is directed but can be anyone affected by the conduct. It is important to keep in mind that sexual harassment can occur at the workplace or away from the workplace.
3. Procedures for filing military complaints of discrimination are in National Guard Regulation (NGR) 600-22/ANGI 36-3, National Guard Military Discrimination Complaint System, dated 30 Mar 01, in the permanent section on the military bulletin board at each unit, and on the HRO website (<http://www.al.ngb.army.mil/hro/eeo/eeo.htm>). Guidelines for filing technician complaints of discrimination are posted on the HRO website, on the technician bulletin board at each unit, and are found in NGR 690-600/(AF) 40-1614, National Guard Civilian Discrimination Complaint System, dated 15 Mar 93.
4. Each employee is entitled to exercise his or her rights under the civil rights statutes. Reprisal against anyone who has engaged in protected activity will not be tolerated.
5. Points of contact for questions or assistance are Lt Col Barbara Harris, State Equal Employment Manager (SEEM), at (334) 271-7215 or DSN 363-7215, and Ms. Lynda Sims at (334) 271-7217 or DSN 363-7217.
6. This policy letter supersedes ALJF-TAG, 2 Jan 08, Subject: Sexual Harassment Policy and will be posted in the permanent section on all military and technician bulletin boards located at each unit, the Human Resources Office, the Equal Employment Opportunity Office and on the HRO website.



ABNER C. BLALOCK
Major General, ALARNG
The Adjutant General